

REQUEST FOR RECORDS FROM SALT LAKE CITY

TO: _____
(Name of City Department holding records)

Address of City Department: _____

Description of records sought (records must be described with reasonable specificity) (Attach additional pages if needed):

____ I would like to inspect the records

____ I would like to receive a copy of the records. I understand that I will be responsible for copy costs. I authorize costs of up to \$ _____

____ I would like to receive a copy of the records and request a waiver of copy fees because. (Please attach information supporting your request for a waiver of fees.)

If the requested records are not public, please explain why you believe you are entitled to access.

____ I am the subject of the record.

____ I am the person who provided the information.

____ I am authorized to have access by the subject of the record or by the person who submitted the information. (Please attach required documentation.)

____ Other. Explain. _____

My name is: _____

My permanent address is: _____

City, State, Zip code: _____

My daytime telephone number is _____

Signature

Date

2.64.130 Fees or charges for records services

- A. A fee may be charged for paper-to-paper photocopying not to exceed ten cents per copy.
- A fee, not to exceed ten dollars per hour, may be charged for the following employee's time; however, no charge may be made for the first quarter hour of said time:
1. The staff time incurred for summarizing or compiling the record into an organization or media to meet the person's request;
 2. The staff time incurred for search, retrieval, and other direct administrative time incurred for complying with a request; and
 3. In the case of a record that is the result of computer output other than word processing, the actual incremental staff time incurred in providing the electronic services and products together with a reasonable portion of the staff time associated with formatting or interfacing the information for particular users, and the administrative time as set forth in subsections(A)(1) and (2) of this section or its successor.
- B. 1. A fee may be charged for copies of traffic accident reports of not more than the fee charge for similar reports by the state of Utah.
2. A fee of not more than five dollars and fifty cents may be charged for mylar or vellum prints twenty-four inches by thirty-six inches.
3. A fee of not more than two dollars per square foot may be charged for prints made on mylar or vellum sheets larger than twenty-four inches by thirty-six inches.
4. A fee of not more than one dollar and twenty-five cents may be charged for a copy of a size C blueprint.
5. A fee of not more than two dollars and twenty-five cents may be charged for a copy produced on a microfilm printer which utilizes silver paper.
6. A fee of not more than ten cents may be charged for a copy made from microfilm utilizing a plain paper printer.
7. A fee of not more than five dollars may be charged for a copy from a photograph.
8. A fee, not to exceed the actual costs of the recording media and ten dollars per hour for a city employee's time, may be charged to copy recording tapes or, to copy computer readable records to a computer readable form (e.g., discs).
- C. The city may fulfill a request, without charge, if it determines that:

1. Releasing the record primarily benefits the public rather than a person;
 2. The person requesting the record is the subject of the record, or an individual specified in Section 2.64.050(B) of this chapter or its successor;
 3. The rights of persons requesting the records are directly implicated by the information in the record, and the requester is impecunious.
- D. A person who believes that there has been an unreasonable denial of a fee waiver under subsection C of this section or its successor may appeal the denial in the same manner as a person appeals when inspection of a public record is denied under Section 2.64.140 of this chapter or its successor.
- E. The city may not charge a fee for:
1. Reviewing a record to determine whether it is subject to disclosure; or
 2. Inspecting a record. (Ord. 85-94 (part), 1994)